



**ARRIVAL/DEPARTURE
BRIEFING FOR THE
67TH UNGA**

AUGUST 29, 2012

UNITED STATES MISSION TO THE UNITED NATIONS



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 67th UNGA
August 29th, 2012**

RESOURCES

U.S. MISSION

PHONE

FAX

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Ms. Julia P. Hunter --Escort Screening (Departures)	212-415-4037 (Desk) 347-331-7267 (Cell) Email: hunterj@state.gov	212-415-4162
Mr. Jason T. Lang --Escort Screening (Departures) --Port Courtesies (Arrivals)	212-415-4453 (Desk) Email: langjt@state.gov	212-415-4162
After Hours Telephone	212-415-4444	

U.S. DEPARTMENT OF STATE

Mr. Rodney Bethea --Diplomatic Overflight and Landing Clearances	202-736-7158 (Desk) 202-549-7148 (BB) Email: betheard@state.gov	
Ms. Jessie Johnson --E-Gov Port Courtesies (Arrivals)	202-647-4074 (Desk) Email: johnsonjl@state.gov	
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Department of State Operations Center (24/7)	202-647-1512	



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 67th UNGA
August 29th, 2012**

BRIEFING SCHEDULE

3:00 PM	Welcome and Overview of the Arrival and Departure Process and Requesting Expedited Port Courtesies (Airport Arrivals)
3:45 PM	Escort Screening Courtesies Program (Airport Departures)
4:15 PM	Diplomatic Over Flight & Landing Clearances
4:35 PM	Motorcades and Parking (JFK and Newark Airports)
5:05 PM	Introduction of Other Agency Officers
5:10 PM	Questions and Answers
5:30 PM	Conclusion/Meet and Greet

Agents from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 67th UNGA
August 29th, 2012**

IMPORTANT NOTE

MISSIONS AND OBSERVERS SHOULD NOTE THAT ALL INFORMATION PERTAINING TO THE VISIT OF HIGH LEVEL DELEGATIONS TO THE UNITED NATIONS SHOULD BE SENT TO THE UNITED STATES MISSION TO THE UNITED NATIONS FOR DISSEMINATION TO PERTINENT HOST COUNTRY AUTHORITIES/AGENCIES.

IF INFORMATION IS TRANSMITTED DIRECTLY TO OTHER UNITED STATES AGENCIES, OR IF ARRANGEMENTS ARE MADE BY EMBASSIES OR MISSIONS DIRECTLY WITH THE DEPARTMENT OF STATE IN WASHINGTON, D.C., WITH NO COPY TO THE UNITED STATES MISSION, IT MAY BE DIFFICULT OR IMPOSSIBLE FOR THE UNITED STATES MISSION TO ASSIST INDIVIDUAL MISSIONS TO THE UNITED NATIONS SHOULD ANY PROBLEM ARISE DURING THE HIGH LEVEL VISIT.

“Courtesies Of The Port”

(Arrival Request)

* This is for Arrivals only, and is not to be used for departure requests

“Definition”

“Courtesies of the Port” refers to the procedure by which certain designated persons may be entitled to expedited inspection procedures on arrivals and have their personal effects enter the U.S. duty-free at their *first port of entry*. The U.S. Department of State’s Office of the Chief of Protocol arranges with the Department of Homeland Security’s (DHS) Customs and Border Protection (CBP) for this Airport Courtesy.

“Who is eligible?”

Heads of State *	Members of Parliament
Heads of Government *	Governors and Mayors
Cabinet Officers*	Chiefs of Mission
Deputy Cabinet Officers*	High-Ranking Military Officers
Immediate Members of Royal Families	High-Ranking Officials as designated by the U.S. Department of State’s Chief of Protocol

*Includes traveling parties who physically accompany the eligible member

“Courtesies Of The Port”

(Arrival Request)

- As of February 2012, all requests for Courtesies of the Port must be made through the **e-Gov system**.
- In order to use the e-Gov Port Courtesies module, you must fax an Application for OFM Web Site Account request form to the Office of Foreign Missions (application can be found on the e-Gov user guide).
- You may contact the Office of Foreign Missions help desk by e-mail at ofmgovhelpdesk@state.gov or by telephone at 202-895-3564 for more information.
 - They will add the Port Courtesies module to your e-Gov account.
 - For non technical questions, you may contact Ms. Jessie Johnson at johnsonjl@state.gov or 202-647-4074.
- USUN Host Country Affairs section will still be available to assist if needed.
- e-Gov user guide: <http://www.state.gov/documents/organization/170450.pdf>

NOTE: The above information is for Department of State Protocol purposes only. The Transportation Security Administration of the Department of Homeland Security will accept requests for airport Departure Screening Courtesies “on-line” via computer e-mail only.

- **Please refer to our website at: www.usun.state.gov/about/host_aff/index.htm, for additional instructions and information. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at 212 415-4131 for assistance.**

US Department of State, Office of Foreign Missions - Windows Internet Explorer

http://www.state.gov/ofm/

File Edit View Favorites Tools Help

Fiji — Central Intelligence Ag... US Department of State, ...

Home (Alt+M)

U.S. DEPARTMENT OF STATE
DIPLOMACY IN ACTION

SECRETARY CLINTON MEDIA CENTER TRAVEL CAREERS BUSINESS YOUTH & EDUCATION MySTATE DEPARTMENT

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS, ENERGY & ENVIRONMENT ARMS CONTROL & INTERNATIONAL SECURITY CIVILIAN SECURITY & DEMOCRACY PUBLIC DIPLOMACY & PUBLIC AFFAIRS ASSISTANCE & DEVELOPMENT

Home » Office of Foreign Missions

Office of Foreign Missions

Newly Designed Department of State Driver's Licenses and Diplomatic Tax Exemption Cards

DMV Program

Tax Program

Bonded Warehouse Program

Diplomatic Importation Program

Property Program

Airport Escort Screening Courtesies

Regional Offices

Circular Notes and Notices

Emergency Management Info

Resources

On-Line Application

Office of Chief of Protocol Courtesies of the Port E-Gov User Guide

OFM Mandated by Congress through the Foreign Missions Act (22 U.S.C. 4301-4316) of 1982, the Office of Foreign Missions (OFM) provides the legal foundation to facilitate secure and efficient operations of U.S. missions abroad, and of foreign missions and international organizations in the United States.

In doing so, OFM serves the interests of the American public, the American diplomatic community abroad, and the foreign diplomatic community residing in the United States ensuring that all diplomatic benefits, privileges, and immunities are properly exercised in accordance with federal and international laws. As part of the Bureau of Diplomatic Security, OFM works closely with the Bureau's Protective Liaison Division as well as the Uniformed Division of the U.S. Secret Service to ensure the safety and security of the foreign missions and their personnel.

The Office of Foreign Missions has four missions:

- Ensure equitable treatment for United States diplomatic and consular missions abroad and their personnel through reciprocity
- Regulate the activities of foreign missions in the United States in a manner that will protect the foreign policy and national security interests of the United States
- Ensure compliance of diplomatic privileges and immunities for foreign diplomats and officials residing in the United States to enhance U.S. security
- Provide the appropriate privileges, benefits, and services on a reciprocal basis to the foreign mission community in the U.S.

Stay Connected with State.gov

HIGHLIGHTS

02/10/2012: E-Government Release Notes

1/27/2011: Notice: NATO Summit - Guide to Hotel Tax Exemption

1/27/2011: Notice: G8 Summit - Guide to Diplomatic Tax Exemption

1/5/2012: Notice: Chevron Accepting Personal Accounts

1/5/2012: Notice: Sunoco and Gulf Are Not Currently Accepting New Applications for Personal Tax-Exempt Credit Cards

09/19/2011: Diplomatic Note 11-312: United States Court of Appeals Upholds Property Tax Exemption for Consular Staff Residences.

09/15/2011: Notice: Announcing Launch Date and Procedures for OFM's Newly-designed Driver's Licenses

09/06/2011: Diplomatic Note 11-189: Acquisition & Use of Real Property

Question: Where can I download a copy of the Courtesies of Port e-Gov User Guide?

Answer: Go to <http://www.state.gov/ofm/> and select link on left hand side of page entitled "Office of Chief of Protocol Courtesies of the Port E-Gov User Guide"

<http://www.state.gov/ofm/>

e-Gov user guide:

<http://www.state.gov/documents/organization/170450.pdf>

Please download a copy of the Courtesies of Port e-Gov User Guide to use as a personal reference. This 52-page user guide provides specific directions for submitting a Port Courtesies request and contains important information regarding the following subject areas:

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https://ofmapps.state.gov/eGov/public/accessRequestInstructions.jsp

OFM eGov: Request Access - Windows Internet Explorer

https://ofmapps.state.gov/eGov/public/accessRequestInstructions.jsp

File Edit View Favorites Tools Help

★ Favorites TOMIS Web Current Bilateral Work Agr... OFM eGov: Request Ac... x

 **U.S. Department of State**
Office of Foreign Missions

Access Request for OFM e-Gov Application

Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system.

Eligibility

- Account User must be an accredited member of the Mission administrative staff.
- Embassy Administrative Officer must approve all user requests.

Instructions

- Click the link below to open the Account Request Form.
- Print out the Account Request Form.
- Sections 1 and 4 must be filled out for all requests.
- Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.
- Section 5 is for Office of Foreign Missions use.
- Fax completed forms to Director of OFM Systems at the fax number listed on the form.

[Link to Account Request Form](#)

[Return to Login Page](#)

Local intranet 100%



U.S. Department of State

Office of Foreign Missions

Application for OFM Web Site Account

Fax completed application to OFM Systems Director fax: (202) 895-3669

Type of Request

- New Account	- Change to Existing Account	- Delete Account
---------------	------------------------------	------------------

Section 1: Applicant Information Country: _____

1. Surname	2. Given Name	3. M.I.	4. PID:
5. Date of Birth (mm/dd/yyyy)	6. Telephone Number	7. E-mail Address	
8. Mission of Assignment	9. City	10. State	11. Zip Code

Section 2: User Acknowledgement

I understand that I am authorized to use this account only for the submission of applications for U.S. Department of State Office of Foreign Mission and Office of Protocol services for the missions listed in Section 3 of this application. Any other uses of this account are strictly prohibited. I will not divulge my login or password to any other entity. I will notify OFM Systems if I have any reason to believe my password has been compromised. I further acknowledge that improper use of this account could result in adverse administrative action against me.

Name: _____ Signature: _____

Telephone: _____ Date: _____

Section 3: Authorized Missions

Mission	City	State	Zip Code

Section 4: Mission Administrative Officer Acknowledgment

The applicant listed on this form is an accredited member of the Mission of Assignment referenced in Block 8 of Section 1 above. I certify that applicant should have the rights to submit applications for U.S. Department of State Office of Foreign Mission and Office of Protocol services for the Missions listed in Section 3 of this application. I acknowledge if I am made aware of any improper use of this account I will provide all assistance necessary to address the situation through OFM Systems.

Name: _____ Signature: _____

Telephone: _____ Date: _____

*** Mission Seal Required ***

Section 5: Office Of Foreign Missions Approval

Name: _____	Signature: _____	Date: _____
-------------	------------------	-------------

Fax completed application to OFM Systems Director fax: (202) 895-3669

4 – GETTING STARTED

4.1 – e-Gov On-Line Application

Activate the e-Gov program from the U. S. Department of State’s Office of Foreign Missions Website (<http://www.state.gov/ofm/index.htm>) by clicking on the On-Line Application link (see *Figure 4.1-1*):

The screenshot shows the official website of the Office of Foreign Missions (OFM) under the U.S. Department of State. The header includes the Department of State logo and the slogan "DIPLOMACY IN ACTION". A navigation bar lists various topics such as "SECRETARY CLINTON", "MEDIA CENTER", "TRAVEL", "CAREERS", "BUSINESS", and "YOUTH & EDUCATION". Below this, a secondary navigation bar lists categories like "ABOUT STATE", "POLICY ISSUES", "COUNTRIES & REGIONS", "ECONOMICS & ENERGY", "ARMS CONTROL & SECURITY", "DEMOCRACY & GLOBAL AFFAIRS", "PUBLIC DIPLOMACY & PUBLIC AFFAIRS", and "ASSISTANCE & DEVELOPMENT".

The main content area is titled "Office of Foreign Missions" and features a search bar, "Browse by" options (Topic, Speaker, Publication, Country, Date), and "Quick Links". A sidebar on the left lists various programs, with "On-Line Application" highlighted in yellow and a red arrow pointing to it. The main content area includes a section titled "On Line Application Link" with a list of four mission goals:

- Ensure equitable treatment for United States diplomatic and consular missions abroad and their personnel through reciprocity
- Regulate the activities of foreign missions in the United States in a manner that will protect the foreign policy and national security interests of the United States
- Ensure compliance of diplomatic privileges and immunities for foreign diplomats and officials residing in the United States to enhance U.S. security
- Provide the appropriate privileges, benefits, and services on a reciprocal basis to the foreign mission community in the U.S.

The page also includes a "Highlights" section with recent news items and a "Stay Connected with State.gov" section with social media icons for Facebook, Twitter, YouTube, and RSS. A "SUBSCRIBE TO UPDATES" button is located at the bottom right.

Figure 4.1-1 – Office of Foreign Missions’ Website

Click on the On-Line Application **link** and the system will take you to the Logon Dialog Window (see *Figure 4.1-2*).

U.S. Department of State
Office of Foreign Missions

Welcome to OFM E-Gov

Please enter your credentials to access the system.

User Name

Password

[Request access to this system](#)

[Photograph and Signature Card](#)

[Privacy Act Statement](#)

[Paperwork Reduction Act Statement](#)

Figure 4.1-2 – Login Window

First time users will enter the User Name and Password provided to them by the system administrator. Ensure that your cursor is positioned in the **User Name** data entry field. Use the mouse to point with the cursor, then [CLICK] the left mouse button in the User Name text window and type your Logon ID that has been provided. Use the [TAB] key to position the cursor in the **Password** text box, then [CLICK] the left mouse button in the Password text window and enter your password. With the left mouse button [CLICK] the **Login** button or press [ENTER] key.

If you do not have a User Name or Password, please see Appendix A to for instructions on how to request credentials for access to e-Gov.

4.2 Main Menu

After logging into the e-Gov program using assigned User Name and Password combination, the system will advance the user to the Main Menu (see *Figure 4.2-1*).



Figure 4.2-1 – Main Menu

4.3 – Using the Menu Bar

The Menu Bar displays links of options (see *Figure 4.3-1*).

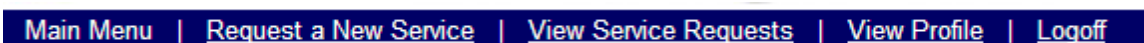


Figure 4.3-1 – e-Gov Menu Bar

5 – E-GOV DATA ENTRY

5.1 – Request a New Service

To access the on-line forms click on either one of the **Request a New Service** links located on the main menu (see *Figure 5.1-1*).

The screenshot displays the U.S. Department of State Office of Foreign Missions e-Gov Main Menu. At the top left is the Department of State seal. The main header reads "U.S. Department of State Office of Foreign Missions". Below this is a dark blue navigation bar with white text links: "Main Menu", "**Request a New Service**", "View Service Requests", "View Profile", and "Logoff". The "Request a New Service" link is highlighted in yellow. Below the navigation bar is a "Main Menu" section with three links: "**Request a New Service**", "View Service Requests", and "View Your User Profile". The "Request a New Service" link is also highlighted in yellow. At the bottom, there is a login status area showing "Logged in as: TESTER" and "Logged in since: Tue, 12/14/2010 10:35:19". Two callout boxes are present: one on the left pointing to the navigation bar link with the text "Use this link to Request a New Service.", and one on the right pointing to the main menu link with the text "...or you may also use this link."

Figure 5.1-1 – e-Gov Main Menu



U.S. Department of State

Office of Foreign Missions

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

DMV	Vehicle Registration Vehicle Title Replacement Plates Driver License/Non-Driver ID Update Vehicle Insurance
Tax	Tax Exemption Card Exemption from Utilities Taxes Exemption from Gasoline Taxes
Whitehouse Visit	Request for Chief of Mission Tour Request for Group Tour Cancel Previously Requested Tour
Travel	Courtesies of Port Escort Screening Courtesies

Use this link to access the **Courtesies of Port** application.

Figure 5.2-1 – Application Selection Screen

“Escort Screening Courtesies”

(Departure Request)

* This is for Departures only, and is not to be used for arrival requests

“Definition”

The “Escort Screening Courtesies” Program provides for an Escort Officer to be assigned by the U.S. Department of State to accompany an approved **cabinet-level** foreign official, spouse and children (under 12 years of age), traveling on the same itinerary, through the airport **departure** security process in an expedited fashion. This courtesy **DOES NOT** circumvent the requirement for the official or family member to undergo security screening prior to boarding an aircraft.

“Who is eligible?”

Only Ministers of Cabinet Rank are eligible for “Escort Screening Courtesies” upon departure. The term “Minister” is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.

*Please note that a country’s view of a particular official’s rank and entitlement to “Escort Screening Courtesies” on departure may differ from the view of the U.S. State Department. As the U.S. is providing “Escort Screening Courtesies” on departure as a **courtesy**, the U.S. State Department will determine whether a particular foreign official is entitled to “Escort Screening Courtesies” on departure.

“Escort Screening Courtesies”

(Departure Request)

- Request forms are available on the U.S. Mission to the United Nations web-site at: **www.usun.state.gov** (see **U.S. Mission web-site attachment**)
- Request forms *must* be sent via e-mail – *Faxes cannot be processed, and diplomatic notes cannot be processed or serve as substitute for the required transmission by email.*
- Request forms *must* be e-mailed three (3) full business days prior to the dignitary’s departure.
- Notifications *must* be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to:
airportescorts@state.gov
- Please **do not** send a duplicate request form to our Washington office. Multiple requests for the same dignitary results only in confusion, and delays the processing of your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them.
- Dignitaries departing on diplomatic (special) aircraft *cannot* be afforded “Escort Screening Courtesies” on departure.



U.S. DEPARTMENT OF STATE REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO AIRPORTESCORTS@STATE.GOV. PLEASE DIRECT QUESTIONS TO US MISSION AT 212-415-4037.

Date of Request:	DATE OF REQUEST _____/_____/_____ <small>(Example: January 30, 2004)</small>	Passport Nationality:	ENTER PASSPORT NATIONALITY
		Passport Number:	ENTER PASSPORT NUMBER
Full Name of Traveler:	NAME OF OFFICIAL		
Official Title:	TITLE OF OFFICIAL		
Date of Birth:	OFFICIAL'S DATE OF BIRTH _____/_____/_____ <small>(Example: January 30, 2004)</small>	Country of Birth:	OFFICIAL'S COUNTRY OF BIRTH
		City of Birth:	OFFICIAL'S CITY OF BIRTH
Point of Contact:*	ENTER NAME OF CONTACT		
Organization:	ENTER MISSION/EMBASSY		
Telephone & Fax Numbers:	Phone:	Extension:	Fax:
After Hours Telephone Number(s):	PROVIDE AFTER HOURS PHONE NUMBER		
E-Mail Address for Confirmation:	ENTER EMAIL ADDRESS		

FLIGHT ITINERARY

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No. ENTER AIRLINE AND FLIGHT NUMBER	Departure Airport AIRPORT DEPARTING FROM (i.e., JFK)	month/day/year MONTH/DAY/YEAR OF DEPARTURE	Time TIME OF DEPARTURE
	Arrival Airport DESTINATION AIRPORT (i.e. PARIS, FRANCE)	month/day/year MONTH/DAY/YEAR OF ARRIVAL AT DESTINATION	Time TIME OF ARRIVAL AT DESTINATION AIRPORT
Airline and Flight No. USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION	Departure Airport Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

* The name of the Mission's point of contact must appear on the form or the request will not be processed.

Itinerary continues on next page: Yes No



**U.S. DEPARTMENT OF STATE
REQUEST FOR ESCORT SCREENING COURTESIES**

Full Name of Traveler:
Official Title:
Nationality:

FLIGHT ITINERARY CONTINUATION

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No. <small>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</small>	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

“Diplomatic Aircraft Overflight and Landing Clearance”

Definition

“Diplomatic Aircraft Overflight and Landing Clearance” is a request to the U.S. Government to allow a foreign state aircraft, usually carrying a government official, to enter U.S. airspace.

“Who needs to file for a diplomatic aircraft clearance?”

- All foreign government flights involving state aircraft carrying a government official must have a Diplomatic Clearance Number (DCN) issued by the U.S. Department of State **prior** to entering U.S. airspace. Failure to obtain a DCN in advance could result in the aircraft being diverted to another location pending confirmation of authorization to operate within U.S. airspace.
- The DCN authorizes an aircraft to transit, fly over and/or land in the United States and/or its territories, including civilian and military airports.
- These procedures do **not** apply to foreign dignitaries arriving on **commercial aircraft**, e.g., Continental, Delta or United Airlines.

“How to file for clearance”

- Please use the Diplomatic Clearance Application System (DCAS). This web-based tool, located on the internet, is the required method for making requests.
- For questions concerning DCAS contact Mr. Rodney Bethea at betheard@state.gov.

“When to file for diplomatic aircraft clearance”

- All clearance requests for “Diplomatic Aircraft Clearance” must be submitted three (3) full business days (Monday – Friday, excluding U.S. Federal Holidays, e.g., Columbus Day in October, Veteran’s Day and Thanksgiving Day in November) **prior** to entering U.S. air space.
- All amended requests must also be submitted three (3) full business days (Monday – Friday) **prior** to entering U.S. air space.
- Exceptions to the three (3) business day rule:
 - Emergencies of an urgent medical or humanitarian nature, and disaster assistance
 - Short Notice Official Business (provide a brief description of the nature of the official business, to include the names of the key dignitaries and location of the meeting).

Who should submit Diplomatic Aircraft Clearance requests? (Embassy or Permanent Mission)

- Permanent Missions are encouraged to have their Washington, DC Embassies file all DCAS requests electronically.
- This is especially true during high-volume periods like the UNGA.
- After reviewing your request, the DCAS Administrator will electronically send an approval message back to the submitter via the DCAS system.
- Your Embassy can then inform you of the approval.
- Please avoid sending duplicate request forms to both the U.S. Mission and the U.S. State Department. Multiple requests for the same flight results in confusion and delays the processing of your request.

“What are Port Authority of NY & NJ aircraft parking limitations?”

- Kennedy, Newark, LaGuardia and Teterboro Airports all have a two (2) hour standing limit for diplomatically cleared flights during UNGA.
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location within this two (2) hour window.
- **This is strictly enforced by all four airport authorities.**

“Overflight and Landing Clearances”

Where to get additional information?

US Diplomatic Clearance and Landing Authorization Procedures - Windows Internet Explorer

http://useg.org/useg.html

File Edit View Favorites Tools Help

US Diplomatic Clearance and Landing Authorization Pr...

HOME

DIPLOMATIC CLEARANCE APPLICATION SYSTEM (DCAS) HOME PAGE

ATC, AIRSPACE, AIRFIELDS, FLIGHT ACTIVITIES, AND NAVIGATIONAL AIDS (AR 952)

CIVIL AIRCRAFT CERTIFICATE OF INSURANCE (DD FORM 2400)

CIVIL AIRCRAFT LANDING PERMIT (DD FORM 2401)

CIVIL AIRCRAFT HOLD HARMLESS AGREEMENT (DD FORM 2402)

CIVIL AIRCRAFT USE OF UNITED STATES AIR FORCE AIRFIELDS (AFPD 10-10)

CIVIL AIRCRAFT LANDING PERMITS (AFI 10-1001)

CIVIL AIRCRAFT USE OF AIR FORCE AIRFIELDS AGREEMENTS (AFI 10-1002)

FOREIGN GOVERNMENTAL AIRCRAFT LANDINGS AT UNITED STATES AIR FORCE INSTALLATIONS (AFI 10-1801)

FOREIGN MILITARY AND STATE AIRCRAFT LANDING CLEARANCE PROCEDURES (OPNAV INSTRUCTION 3700.19D)

LANDING PERMIT APPLICATION INSTRUCTIONS (DD FORMS 2400, 2401 AND 2402)

UNITED STATES DIPLOMATIC CLEARANCE AND LANDING AUTHORIZATION PROCEDURES

SECTION I: AIRCRAFT ENTRANCE REQUIREMENTS FOR FOREIGN DIPLOMATIC AIRCRAFT

SECTION II: CLEARANCE REQUIREMENTS FOR FOREIGN & DOMESTIC CIVIL AIRCRAFT USE OF U.S. DOD INSTALLATIONS

SECTION III: US MILITARY AIRPORTS OF ENTRY

SECTION I. DIPLOMATIC CLEARANCE REQUIREMENTS FOR FOREIGN STATE AIRCRAFT

A. GENERAL CLEARANCE REQUIREMENTS.

1. Foreign governments seeking diplomatic clearance for state aircraft to overfly U.S. territorial airspace or land in the U.S. must obtain a diplomatic clearance number (DCN) issued in advance by the Office of International Security Operations, Bureau of Political Military Affairs (PM/ISO), Department of State. The DCN authorizes the aircraft to transit, over fly, or land in the United States and/or its territories, in accordance with the approved itinerary.
2. The U.S. Department of State must also issue diplomatic clearance for foreign aircraft to overfly or land in the Freely Associated States of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia. For overflight and landing clearance authorization, foreign governments must submit a formal request to the host nation government and also to the U.S. embassy in the applicable country. Each request must be submitted at least three (3) working days in advance of the aircraft entering the applicable airspace.
3. Foreign governments seeking to land state aircraft at U.S. military facilities located in a foreign territory do not require a DCN issued by the U.S. Government; however they do require a landing authorization number per paragraph B.5. below.
4. To obtain a Diplomatic Clearance Number, foreign governments must submit information to PM/ISO via the web-based Diplomatic Clearance Application System (DCAS). Once the PM/ISO Diplomatic Clearance Officer verifies that all necessary data is provided and that diplomatic clearance is appropriate, he updates the application on DCAS. The automated system will reflect that clearance has been granted and a unique diplomatic clearance number has been issued.

B. AIRCRAFT CLEARANCE LEAD TIME AND VALIDITY

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<http://useg.org/useg.html>

“Diplomatic Aircraft Clearances”

To obtain a Diplomatic Clearance Application System (DCAS) account, click on the “Request Account” link located in the upper right-hand corner (just below the Department of State seal), and fill in all required information. Once complete, the information must be submitted to the DCAS Administrator for review/approval.

DCAS: Certification Page - Windows Internet Explorer

https://dcas.state.gov/Content/Access/CertifyForm.cfm?CFID=66348&CFTOKEN=64059335

U.S. DEPARTMENT OF STATE

DIPLOMATIC CLEARANCE APPLICATION SYSTEM

August 15, 2011 | [Login](#) | [Contact Us](#) | [Request Account](#)

USER AGREEMENT

I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

[I Accept](#) [I Decline](#)

For more information on requirements for foreign state aircraft entering the United States, please visit [The United States Entry Guide](#).

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<https://dcas.state.gov>

REQUEST FOR DIPLOMATIC AIRCRAFT CLEARANCE

For non-DCAS users, submit the following information to:
 PM/ISO, ATTN.: Diplomatic Aircraft Clearance Section
 Email: Betheard@state.gov Voice (202) 736-7158 FAX # (202) 647-4055

- 1. COUNTRY _____
- 2. AIRCRAFT*(MAKE/MODEL) _____
- 3. CALL SIGN _____
- 4. AIRCRAFT TAIL# _____
- 5. 1ST PARKING AIRPORT _____
- 6. DATE OF ARRIVAL IN US _____ TIME _____
- 7. DATE OF DEPARTURE FROM US _____ TIME _____
- 8. PILOT'S NAME _____ NUMBER OF CREW _____
- WEAPONS (TYPE, SERIAL #'S) _____ NUMBER OF PASSENGERS _____
- WEAPONS (TYPE, SERIAL #'S) _____
- 9. TYPE OF CARGO (IF HAZMAT CLASSIFICATION TYPE) _____
- 10. PURPOSE OF FLIGHT: _____
- 11. FOR *VIP*, NAME OF PERSON/POSITION: _____
- 12. EN ROUTE DATA: _____

<u>PLACE/AIRPORT/ICAO</u>	<u>ARRIVAL DATE</u>	<u>ETA</u>	<u>DEPARTURE DATE</u>	<u>ETD</u>

- 13. EMBASSY CONTACT: Primary _____ Alternate Contact _____
- 13A. TELEPHONE _____ Alternate Telephone _____
- 13B. FAX _____ Alternate Fax _____
- 13C. E-MAIL _____ Alternate E-mail _____

Department of State USE ONLY

ENTRY # _____ DCN# _____ APPROVED: YES/NO
 DATE REQUEST RECEIVED _____ VIOLATION: YES/NO
 ALAN _____ COMMENTS _____

**“John F. Kennedy and Newark Liberty
International Airports”**

Motorcade and Parking

Port Authority of NY & NJ Police - John F. Kennedy International and Newark International Airports

Introduction

The United Nations 67th General Assembly is fast approaching. We are privileged to join together in celebration of this historical occasion, and as one of the gateway airports, we look forward to working with you on coordinating the visits of your dignitary to the New York Area.

In this upcoming month, we will be working with you to ensure the most successful visit of your dignitary. This year will bring changes that will effect operations at John F. Kennedy Airport such as; reduced number of parking locations for special/private flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York. To meet this challenge, vast amounts of resources will be committed to making the arrival or departure run smoothly. Therefore, we have prepared this document to assist you in providing the information you may need, as well as to answer any questions you may have.

Finally, as we expect many dignitaries to arrive to and depart from JFK Airport at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Thank you in advance for your cooperation.

Aircraft

Commercial Flights - this information is similar for arrivals and departures:

- Greeters please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at JFK Airport, arrangements for greeting will be made in accordance with federal and airport requirements. For commercial flights there is a strict limit of two (2) greeters in the federal inspection area as per the Customs and Border Protection regulations.
- For motorcade details please refer to that section of this document.
- Please advise the responsible airline directly for any special requirements you may have.

Special Flights - this information is similar for arrivals and departures:

- Certain types of aircraft are prohibited from landing due to their size and noise control regulations. Also, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft and it may be required to be towed into or out of the arrival or departure site.

- Because of the high volume of aircraft traffic and reduction of aircraft parking locations, there is a change in aircraft ground time, JFK Airport is requiring all foreign military and state aircraft to **depart within two (2) hours of arrival** and relocate to another location. Overnight parking of aircraft at John F. Kennedy International Airport is strictly prohibited.
- Port Authority Operations will provide a ‘follow me’ vehicle to escort the aircraft to the parking site.
- Be sure to contact Sheltair Aviation for all ground handling services and all airport fees (landing and parking).

Motorcades

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at the JFK Long Term Parking lot on Lefferts Blvd. **This is a change from our previous location.** Please refer to the directions supplement (PAPD supplement #1) of this document.

Once a car is put into position in the motorcade, it must stay in that place with the driver. **Also, for special flights and rampside movements on commercial flights, no car will move onto the ramp without a Port Authority Police lead vehicle.** We are **limiting the number of vehicles in the motorcade to ten (10) vehicles; this includes the principles limousine and security vehicles.** We are also **limiting the number of motorcades to a private/special flight to two (2) per aircraft.** This may be accomplished by using vans or buses for large delegations. When the motorcade has been formed, they will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.

Please note that ramp side arrivals and departures for commercial flights are restricted; requests for such will be reviewed individually. For these type movements, a limited number of vehicles from the motorcade will be escorted onto the ramp, the remaining vehicles will wait at another designated location.

For departures from John F. Kennedy Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle, and escorted to the appropriate terminal or ramp.

Transportation Security Administration (TSA) Screening

Per TSA policy, all members of the delegation, except for the principal and a very limited number of other persons receiving US Secret Service or US Department of State Diplomatic Security protection, must pass through the screening process prior to departure.

Airport Parking at John F. Kennedy International Airport

Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking. Due to the many expected motorcades at the airport terminals during the UNGA, we request that if your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your person, diplomatic exempt parking fees are available. Please see supplement #2 for further details.

Contact Information

Port Authority of NY & NJ Police John F. Kennedy International Airport
VIP Sergeant at Police Bldg. 269
718-244-4305, 718-244-4335 or 718-244-3813
Sgt. William Delgado - wdelgado@panynj.gov

Port Authority of NY & NJ Operations John F. Kennedy International Airport
Assistant Airport Duty Manager
Aeronautical Services at Building 145
718-244-3797
Orlando Negron - onegrom@panynj.gov

Sheltair Aviation - John F. Kennedy International Airport
Building 145
347-566-6620
jfkcsr1@sheltairaviation.com

Port Authority of NY & NJ Operations Newark Liberty International Airport
Executive Officer
973-961-6798
Lt. Kevin C. Murphy - kcmurphy@panynj.gov

Port Authority of NY & NJ Operations Newark Liberty International Airport/Teterboro Airport
VIP/Security Lieutenant
973-961-6493
Lt. William J. Zika – wzika@panynj.gov

PAPD-Supplement #1

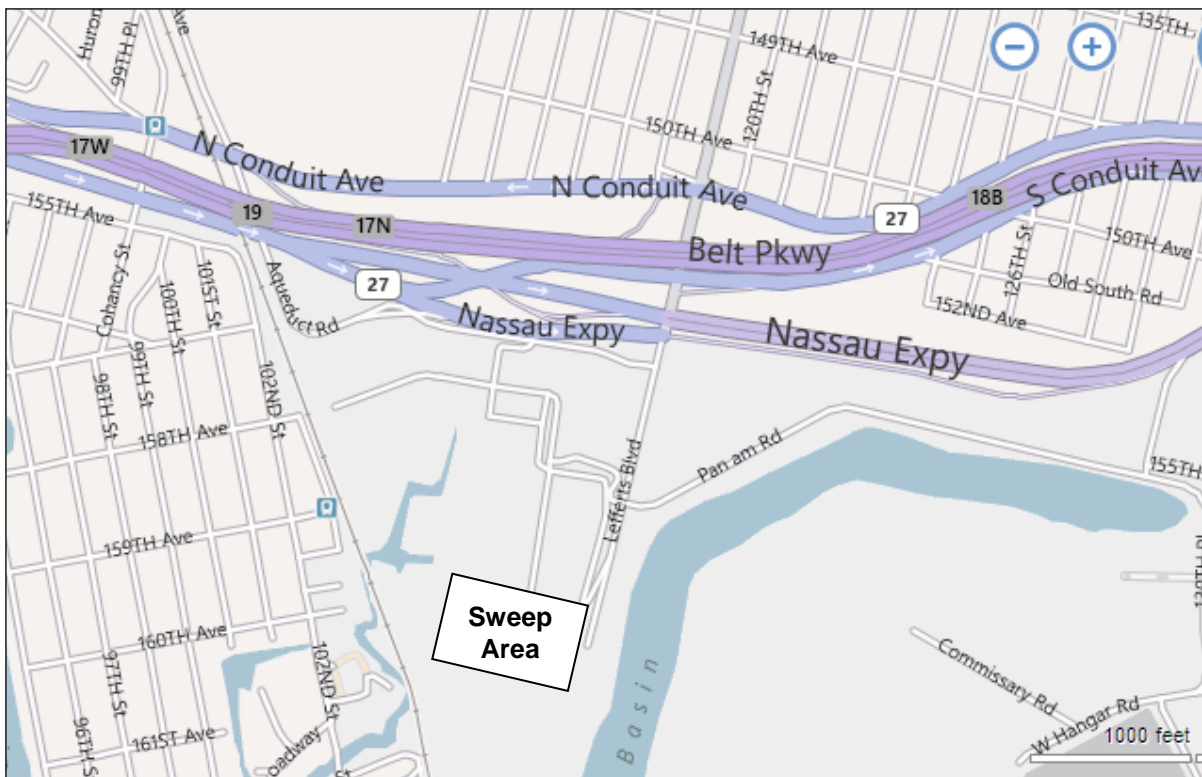
DIRECTIONS TO MOTORCADE FORMATION AT JFK AIRPORT LONG TERM PARKING ON LEFFERTS BLVD

From Brooklyn on the Belt Parkway

1. Take Belt Pkwy East toward Kennedy Airport
2. At exit 19, take ramp right for Nassau Expressway toward Lefferts Blvd / Long Term Parking lot
3. Turn right onto Lefferts Blvd
4. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side.

From the southbound Van Wyck Expressway (I-678)

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport
2. At exit 1W, take ramp right toward Belt Pkwy West / Verrazano Br
3. Keep straight onto RT-27 West / N Conduit Ave
4. Take ramp left for Belt Pkwy West toward Verrazano Br
5. At exit 18B, take ramp right for RT-27 West / N Conduit Ave toward Aqueduct Racetrack/ Lefferts Blvd / JFK Long Term Parking lot
6. Turn left onto Lefferts Blvd
7. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side





John F. Kennedy International Airport Exempt Parking Information

In order to conform to the Transportation Security Administrations security regulations and to facilitate the movement of the diplomatic community through John F. Kennedy International Airport, it now provided that diplomatic vehicles be exempt from parking fees at Terminal parking lots provided that;

- The vehicle bears US Department of State Diplomat license plates,
- and**
- It is for a period less than 24 hours.

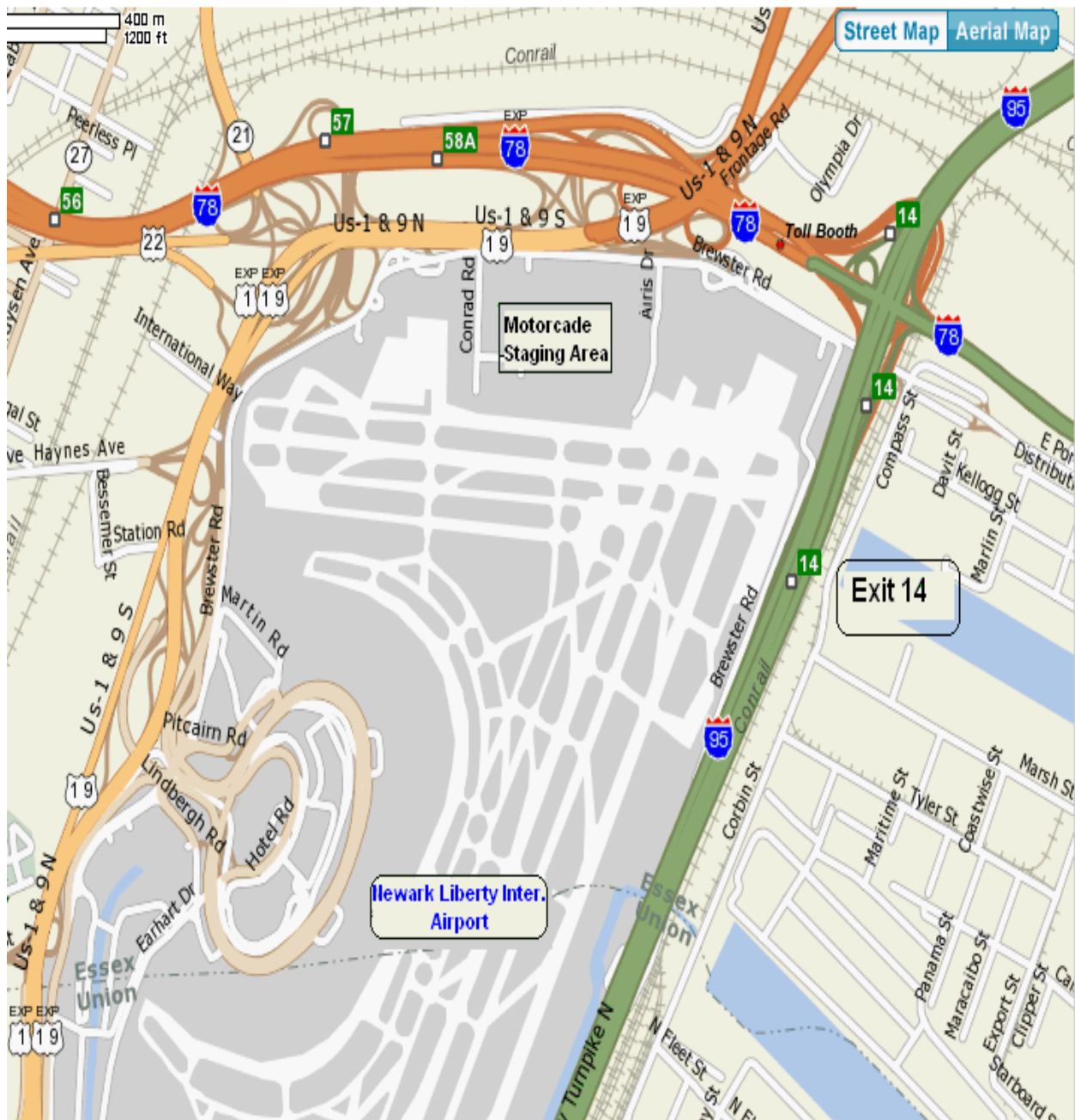
It will no longer be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

Parking lot attendants have been advised of the policy change and if problems arise, the vehicle operator should have the attendant contact the Port Authority parking supervisor to resolve the issue.

****Please note that this procedure does not apply to dignitaries under US Government protection.**

“Newark Liberty International Airport”

Motorcade staging area is at Building 1 off Conrad Road.
Departing motorcades are met by PAPD at Exit 14 of the New Jersey Turnpike.



“U.S. Mission Web-Site”

The screenshot shows a Windows Internet Explorer browser window displaying the website for the United States Mission to the United Nations. The browser's address bar shows the URL <http://www.usun.state.gov/>. The website header includes the date "August 2, 2012" and navigation links for "@AmbassadorRice", "@USUN", "Home", "Subscribe", and "Contact Us". The main title is "UNITED STATES MISSION TO THE UNITED NATIONS", flanked by the U.S. and UN logos. A navigation menu contains links for "the BRIEFING ROOM", "the ISSUES", "the LEADERSHIP", "about USUN", "about the UN", and a search box. The main content area features a photograph of UN peacekeepers in blue uniforms and a text box titled "Urging Progress in Negotiations between Sudan and South Sudan". The text in the box reads: "The United States calls on the parties to fulfill immediately their obligations under Resolution 2046. The U.S. wishes to reiterate the UN Security Council's decision 'in the event that any or all of the parties have not complied with the decisions set forth in this resolution to take appropriate additional measures under Article 41 of the Charter as necessary.'" and is attributed to "– Ambassador Susan E. Rice". Below the main content is a footer with "Representing the United States at the United Nations" and navigation arrows. The bottom of the page has three columns: "the BLOG FROM WHITEHOUSE.GOV", "the BRIEFING ROOM" with a date "08/02/12" and a headline "Statement by Ambassador Joseph M. Torsella on the ICSC Decision to Institute Salary Freeze; U.S. Representative for IIN Management and Reform Ambassador Joseph M.", and "the FEED" with a "twitter" icon.

www.usun.state.gov

TUE, AUGUST 09
On the Ground in the Horn of Africa
are in urgent need of humanitarian aid, including food, water and medical care

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& DEMOCRACY
UN REFORM

the BRIEFING ROOM

- Statements
- Photo Gallery
- Videos
- Social Media

the LEADERSHIP

- Ambassador Susan E. Rice
- Ambassador Rosemary A. DiCarlo
- Ambassador Jeffrey DeLaurentis
- Ambassador Rick Barton
- Ambassador Joseph M. Torsella

the ISSUES

- Peace & Security
- Nonproliferation & Disarmament
- Poverty & Development
- Climate Change
- Human Rights & Democracy
- UN Reform

RELATED LINKS

- The White House
- State Department
- United Nations
- Model UN Programs
- U.S. Government Agencies
- International Organizations

about USUN

- Political Section
- Management and Reform Section
- Economic and Social Section
- Legal Section
- Military Staff Committee
- Host Country Section
- Airport Courtesies**
- Press and Public Diplomacy Section
- Internships
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- Past Ambassadors
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Airport Courtesies - Windows Internet Explorer

http://usun.state.gov/about/host_aff/c32161.htm

YOU ARE IN: About USUN > Host Country Section > Airport Courtesies

Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies for; "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This airport assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A high-ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive or administrative department or agency of that government."

COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at major U.S. airports. If authorized, a special lane moves "high-ranking" dignitaries through the security process at least two (2) business days prior to the scheduled arrival date of the dignitary or delegation. This courtesy is available to the dignitary or delegation if the request is submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

DO NOT USE SECTION LABELED COURTESIES OF PORT – USE ONLY E-GOV FOR ALL PORT COURTESIES REQUESTS!

[Courtesies Of The Port Request Form](#)

ESCORT SCREENING COURTESIES

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department escort officer at major U.S. airports. Available only to "Ministerial or Cabinet" rank officials (2), the courtesy does not circumvent the security process but provides for a special lane to move dignitaries through the security process without waiting in the general security line. This "Escort Screening Courtesies" form must be submitted at least three (3) business days prior to the scheduled departure date of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilitated by the accompanying detail; so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft cannot be afforded "Escort Screening Courtesies". For assistance contact: 212-415-4037

[Escort Screening Courtesies Request Form](#) ←

OVERFLIGHT AND LANDING CLEARANCES

This airport courtesy provides for authorization to enter and/or overfly U.S. air space and to land at U.S. airports for dignitaries that are arriving by "diplomatic (special) aircraft" (3). All such aircraft must request Overflight and Landing Clearance prior to entering U.S. airspace. This "Overflight and Landing Clearance" form must be submitted at least two (2) business days prior to entering U.S. airspace. This courtesy is specifically arranged through the U.S. State Department in Washington, D.C. For assistance contact: 202-736-7158.

[Overflight and Landing Clearance Request Form](#) ←

1. Head of State, * Head of Government, * Cabinet Officers,* Deputy Cabinet Officers,* Members of Parliament, Governors and Mayors, Chiefs of Mission , High-Ranking Military Officers, Immediate Members of Royal Families and High-Ranking Officials as designated by Chief of Protocol.
*(and their traveling parties)
2. Ministerial or Cabinet rank is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.
3. A Diplomatic "special" Aircraft is defined as a military, government or state owned aircraft or aircraft chartered by a foreign country or organization to carry a government official or dignitary.

Airport Courtesies - Windows Internet Explorer

http://usun.state.gov/about/host_aff/c32161.htm

File Edit View Favorites Tools Help

Airport Courtesies

INSTRUCTIONS FOR COMPLETING REQUEST FORMS

- Click on the appropriate Airport Courtesy required: "Courtesies of the Port," "Escort Screening Courtesies" or "OverFlight and Landing Clearance" links above.
- Fill out the appropriate form ensuring that all information is accurate and complete.
- For "Escort Screening Courtesies", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: airportescorts@state.gov
- For "OverFlight and Landing Clearances", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: betheard@state.gov or print a copy and fax to: 202-647-4055 (For non-DCAS account holders)

If your return e-mail does not automatically open upon "clicking" on the above link, copy the address line, open a new e-mail, paste the address line into the e-mail and send the completed form as an attachment.

Please ensure that all the requested information on the forms is complete and accurate. Incomplete or inaccurate information will delay the processing of your request.

"Courtesies of the Port" and "Escort Screening Courtesies" forms should be e-mailed to the U.S. Mission at their respective e-mail addresses, Monday thru Thursday from 9:00 AM to 4:00 PM and Fridays from 9:00 AM to 3:00 PM. "Overflight and Landing Clearances" forms should be e-mailed or faxed (For non-DCAS account holders) Monday thru Friday from 9:00 AM to 4:00 PM.

To submit any of the three Airport Courtesy request forms on a weekend, holiday or after hours, contact the "Protocol Duty Officer" through the U.S. Department of State (Operations Center) at: 202-647-1512.

CONTACT INFORMATION

For arrival "Courtesies of the Port" assistance. Call: 212-415-4407

For departure "Escort Screening Courtesies" assistance. Call: 212-415-4037

For aircraft "Overflight and Landing Clearances" assistance. Call: 202-736-7158

BRIEFING BOOK

Please "click" on the link below to download a copy of the "Airport Courtesies" Briefing Book. This document covers all aspects of "Airport Courtesies" to include applying for "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Clearances" for diplomatic (special) aircraft arriving in the United States.

["Airport Courtesies" Briefing Book](#)